

## **LICENSED PRACTICAL NURSE**

### **Position Summary**

Under guidance of a Registered Nurse (RN), this is objective-level licensed practical nursing work. The position is responsible for providing routine direct and indirect patient care for geriatric and/or disabled members at the Wisconsin Veterans Home at Union Grove (WVHUG), working directly with members and families. The incumbent receives specific direction and assists professional-level healthcare providers in complex situations. Nursing services are provided in accordance with the State Nurse Practice Act; American Nurses Association and Gerontological Nursing Standards; federal and state statutes and administrative rules; Veterans Administration (VA) regulations; and the mission, philosophy, policies and procedures of the Wisconsin Department of Veterans Affairs (WDVA) and WVHUG. The work is characterized by technical knowledge of patient care, observation, treatments and medications. The incumbent is expected to meet specific technical nursing requirements and to make critical observations of members.

### **Time%    Goals and Worker Activities**

#### **60% A.    Provision of Direct Patient Care**

- A1. Measure, administer and record medications as ordered by physicians or other authorized care professionals.
- A2. Answer members' calls and perform selected nursing procedures and treatments, appropriate to Practical Nurse licensure.
- A3. Observe and report to the RN or other authorized healthcare professionals and document each member's pertinent medical information.
- A4. Work with healthcare team members and other care providers in evaluating, revising and updating an Individual Service Plan/Total Plan of Care.
- A5. Assist healthcare team in implementing each member's plan of care.
- A6. Establish and maintain therapeutic relationships with members and families, facilitating answers to questions/concerns.
- A7. Assist in obtaining lab specimens, ensuring the specimen is sent to the appropriate lab service within the time limits specified.
- A8. Prepare members for examinations, tests and treatments, and explain procedures.
- A9. Provide basic direct patient care according to the Individual Service Plan/Total Plan of Care.
- A10. Investigate and inform appropriate professional healthcare team staff of problems with members, incidents, or other unusual occurrences according to protocol, and document.
- A11. Assist and provide guidance to lower-level nursing staff as needed.
- A12. Recommend member room assignments and assist with planning for discharges in collaboration with other members of the healthcare team.

#### **25% B.    Performance of Recordkeeping and Administrative Duties**

- B1. Assist clerical staff and nursing staff in transcribing physicians' orders, completing documentation, and maintaining the accurate flow of information to the clinical record, other healthcare team staff, members and their families.

- B2. Assist RN with coordinating work of the healthcare care team on the unit.
- B3. Perform narcotic counts at the beginning of the shift and report any discrepancies to the RN and pharmacy.
- B4. Participate in and/or conduct daily shift reports.
- B5. Use the computer to enter and retrieve data from designated programs.

**10% C. Participation in the Management of Indirect Care and Maintenance of an Assigned Unit and/or Building**

- C1. Assist the RN in monitoring the performance of direct and indirect nursing care duties by Nursing Assistant staff.
- C2. Advocate for members, particularly in self-determination, informed consent and treatment termination.
- C3. Organize, clean, sterilize, and maintain an adequate inventory of equipment and supplies to ensure availability.
- C4. Perform duties to help ensure a healthy member environment (e.g., general housekeeping; instruct family members in simple nursing tasks to help members; assist members with dressing, personal hygiene, mobility; examine and deliver food trays; etc.).
- C5. Assist pharmacy with drug exchange.

**5% D. Participation in Activities which Facilitate the Development and Achievement of Work Unit and Overall Facility Goals and Objectives**

- D1. Establish and maintain working relationships with other staff and work units.
- D2. Participate in all mandatory in-service offerings and staff meetings.
- D3. Participate in bureau and facility committees.
- D4. Participate with colleagues in identifying and discussing ethical conflicts.
- D5. Assist with identification of nursing problems that lend themselves to research or quality assurance analysis; assist with investigation, data collection, evaluation, and resolution.

**Special Requirements**

- licensure as a practical nurse in the State of Wisconsin
- Incumbent must work varying hours and/or overtime shifts as required.

## **Knowledge, Skills and Abilities**

1. knowledge of LPN standards of practice as outlined by the State Nurse Practice Act
2. knowledge of medical terminology, with an emphasis on nursing terminology
3. ability to collect clinical data and maintain member medical charts and history records
4. knowledge of general patient care and basic nursing procedures
5. knowledge of equipment, procedures, rules and regulations pertinent to nursing and long-term care
6. skill in use of computers, including Microsoft Office Suite or similar applications and electronic medical record systems
7. ability to assemble and use medical equipment
8. knowledge of clinical and electronic record-keeping systems
9. ability to communicate technical information to members and family members
10. ability to move, reposition and transport members
11. ability to prepare members for tests, therapies and/or treatments
12. ability to wear protective clothing and equipment
13. knowledge of WDVA and WVHUG policies, procedures, and technical manuals/instructions
14. skill in verbal and written communication
15. ability to provide individualized guidance for members and participate in their plan of care
16. knowledge of hazardous materials information and use of clinical sterilizing technique
17. knowledge of medical lab and sampling procedures
18. knowledge of drug/medication properties, administration, interactions and side effects
19. knowledge of safety and infection control practices and principles
20. knowledge of state and federal regulations related to member rights and privacy (e.g., Health Information Portability and Accountability Act (HIPAA), etc.)
21. knowledge of symptoms, nursing care and services for a wide range of injuries and illnesses specific to geriatric and disabled populations
22. ability to perform technical nursing procedures
23. skill in using team support strategies
24. ability to discern emergency situations and follow appropriate member assistance protocols
25. skill in first aid procedures
26. ability to make accurate patient observations

## **Environmental Conditions**

- exposure to bodily fluids, infectious agents, and possible bodily injury
- exposure to hazardous agents as identified by WVHUG's Material Safety Data Sheet manual